

JOB ANNOUNCEMENT

Berrien County Trial Court – Family Division
St. Joseph, MI

Juvenile Center Director – Full-time, Non-Union position available in Berrien County, Michigan – Salary range: \$60,792 - \$81,468.

General Summary: Under the general supervision of the Family Division Administrator, is responsible for the direct administration and management of the Berrien County Juvenile Center. Plans, organizes and leads a management team to ensure the safe, secure and humane operation of the Berrien County Juvenile Center. Responsible for the development of policies and procedures to meet the security, medical / mental health treatment, recreational and educational needs of residents. Responsible for personnel management, financial and budget preparation and control, facility operations and development of effective program services. Duties are carried out in accordance with the Court's statutory purpose as well as Court, County, Juvenile Center Policies and Procedures and State Regulations. The Director position is an exempt, at-will employee of the Court.

Required: Education: Master's Degree from an accredited college or university in Criminal Justice, Public Administration, Counseling, Psychology, Social Work or a related field,

Experience: A minimum of seven years of paid full time progressively responsible experience; including five years in a supervisory/administrative capacity, in the administration and provision of services to youth and families in a juvenile Secure Detention, Correctional, Residential Treatment facility or closely related setting.

Desired: Comprehensive working knowledge of institutional management practices with particular emphasis in an environment with a 24-hour operation involving juvenile child development. Considerable skill interpreting federal and state statutes governing care and treatment of youth in residential/detention facilities; knowledge of evidence-based treatment programs; Considerable knowledge of effective managerial and supervisory techniques and practices; working knowledge of management-labor relations and negotiations; working knowledge of individual, group and family therapy principles and practices with adolescents. Considerable skill in budget preparation methods; Knowledge of juvenile justice system and residential/detention programs. Strong oral and written skills, strong interpersonal and public relations skills; advanced automation experience including working knowledge of computer applications in Microsoft Office products; working knowledge in the analysis of reports and statistics.

Notes: Candidates for this position must submit to fingerprints and are subject to a criminal record check, character, reputation, mental health and moral character screening and Central Registry clearance before employment. Employees must possess a valid Vehicle Operator's License, pass a pre-employment physical, and are required to submit to random alcohol and drug screening tests as a condition of employment. Appropriate speech and dress, as well as a high level of personal professional conduct for work in a Court setting are required. Regular, reliable and predictable attendance is required. Works weekend, holidays, evenings, or flexible hours as assigned in the fulfillment of the duties of Director.

**APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE
FOLLOWING:**

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION
BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer